Microsoft Outlook Web Access

User Guide to Extended Features

These notes provide the new user with the information necessary to use extended functions of Outlook's online Web Server.

Please contact the ICT Helpdesk on 01443 744070 for further help and advice.

Please note that, in common with many other applications, there are several ways to perform the tasks outlined within this leaflet. However, for simplicity and ease of use in most cases we have outlined only one approach.

Contents

The Calendar

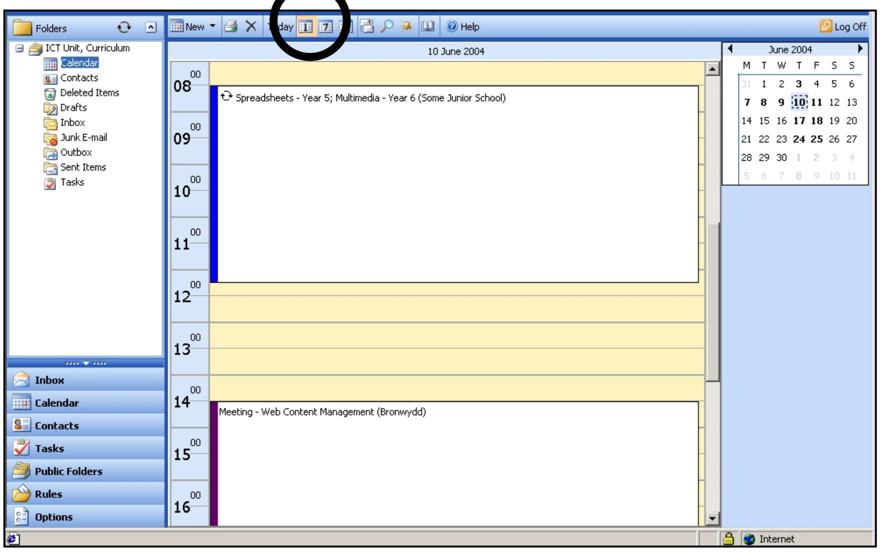
Viewing the calendar

Click on **Calendar** in the Shortcut menu or on the Calendar folder in the navigation pane to access the calendar features. Here you can create and track appointments. You can also organise and schedule meetings with others who use the system, and then update or modify the information (time, location, or attendees) as required.
Where relevant, all appointments and meetings can be set as recurring, meaning they occur on a regular basis. For example, you can schedule a recurring status meeting that occurs every Wednesday at 3:45pm.

There are several view options available in the Calendar folder. These are accessed using buttons in the icon bar.

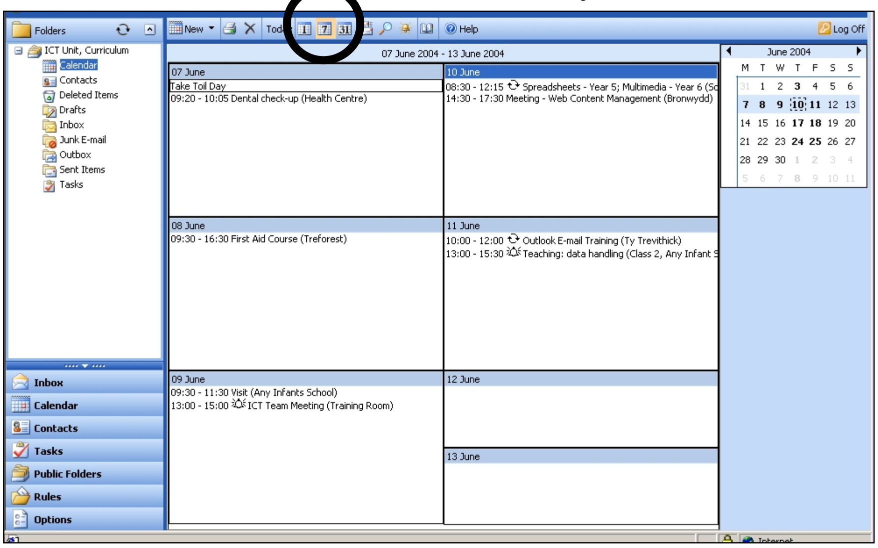
1 day view:

Click on the 1-day view icon.



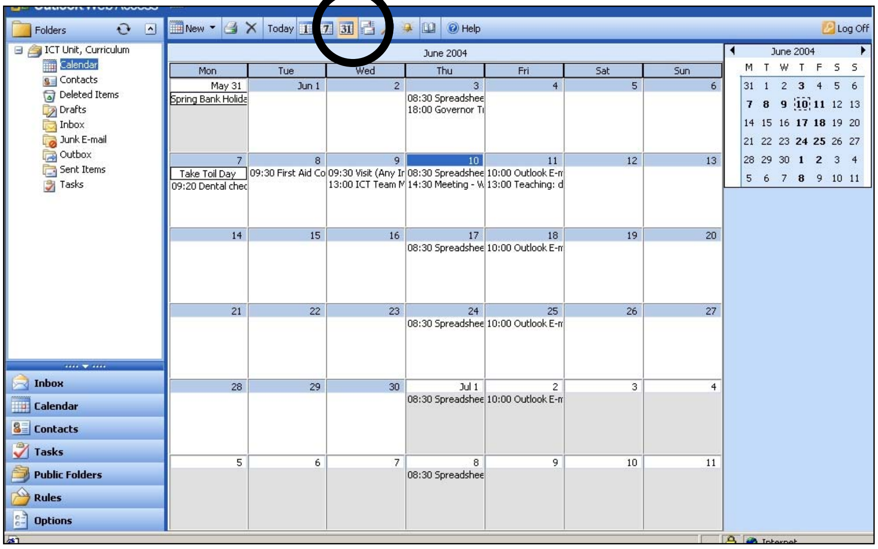
1 week view:

Click on the 7-day view icon



1 month view:

Click on the 31-day view icon



To add an appointment to the Calendar, either select **New Appointment** in the icon bar or double click on the appropriate date (the highlighted area). In the 1-day view, it is possible to double click to within half an hour of the starting time, though you are also able to adjust times more precisely from within the appointment dialogue box. You will now see the *appointment dialogue box*.

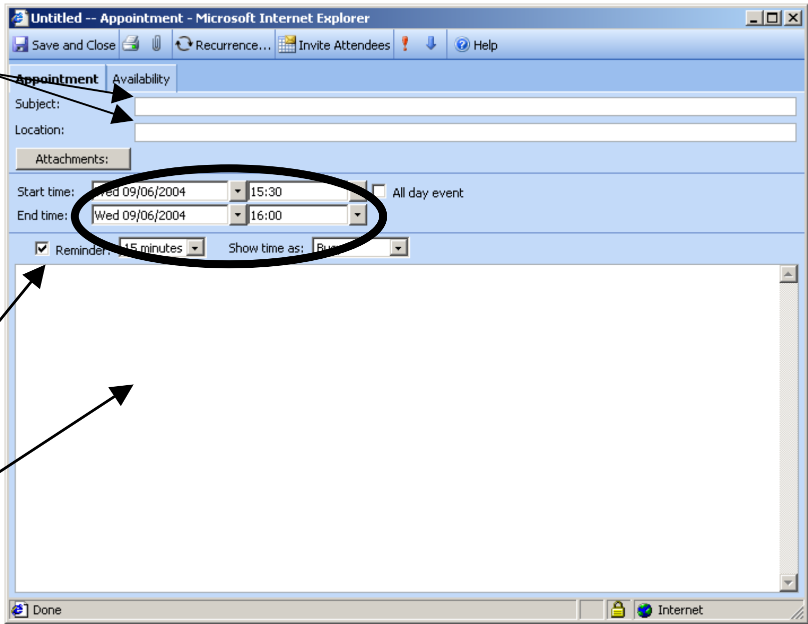
Creating simple appointment entries

Enter the appointment details and make adjustments to the meeting times as necessary (it is possible to type in times other than those set in the dropdown menu)

Uncheck the reminder box if it is not desired.

Make additional notes if required.

Click on the **Save and Close** icon at the top of the window.



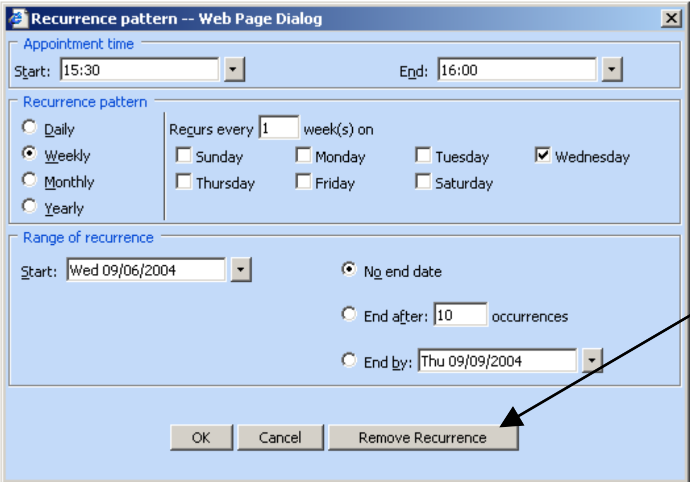
Amending Appointments

To edit an appointment after saving it, double click on it. (When double clicking, ensure that you have not already selected the appointment with a single click. Click *away* from the appointment, then double click on it if necessary.)

Creating Recurring Appointments

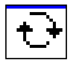
Click on the 

tab from the appointment dialogue box.



Set the recurrence pattern and range by selecting the appropriate options, then click OK to return to the appointment dialogue.

It is also possible to remove previously set recurrences.

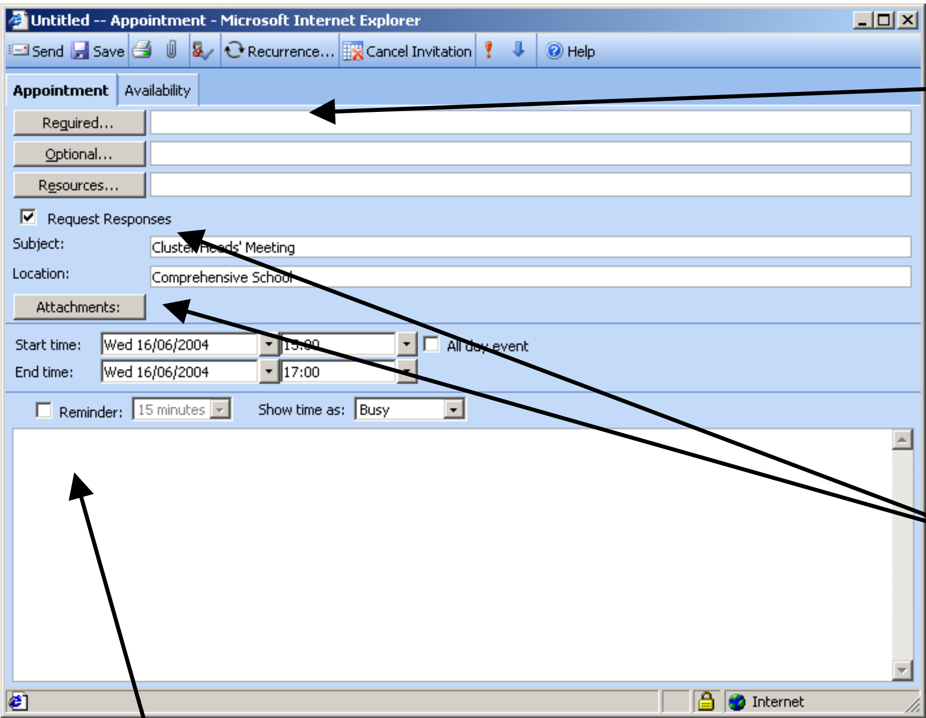
When a recurring appointment has been set, this is denoted by a circular arrow icon next to the appointment in the calendar. 

Inviting Attendees to an Appointment

It is possible to use the E-mail system to invite people to meetings, by clicking on the 

icon in the appointment entry box.

You will now see this dialogue box:



Enter the attendees' e-mail details in the **Required** or **Optional** fields. Clicking on the Required or Optional buttons will allow you to search for attendees details in your contacts list.

Decide whether you want attendees to respond and attach any necessary files

Add a message if required, before clicking **Send** in the Icon bar.

The appointment details will be e-mailed to the selected recipients, and they will be provided with options to automatically accept, tentatively accept or decline in their response.

Checking Invitees' Availability

As long as the invitees are using the same system within the authority, then when creating a meeting request, you can check the schedule of your required and optional attendees to determine the best time for your meeting.

In the meeting request form, on the **Availability** tab, type the names of the people you want to attend your meeting, and then click **Availability**. (You must type the name exactly as it is listed in the Global Address List). The availability chart automatically displays all your attendees' schedules on the day of your meeting with the time of your meeting highlighted. A blue bar next to a name means that that person is busy.

To change the meeting date, click the **Start time** or **End time** box, and then select a new meeting date.

To move the meeting time, click the centre of the highlighted bar representing the meeting time, and then drag the meeting to a different time.

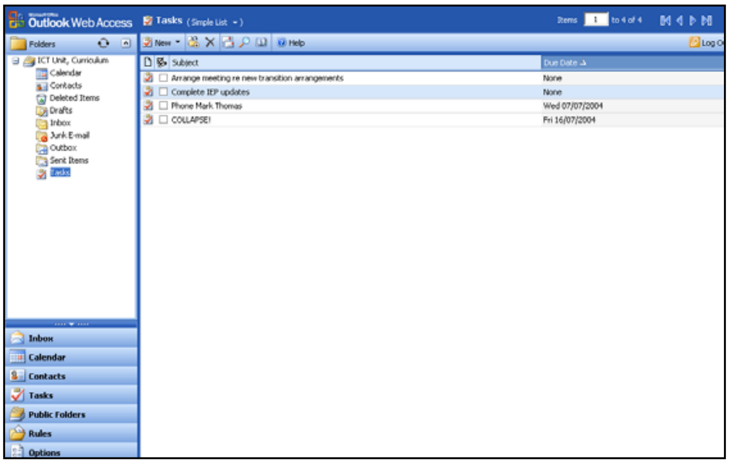
To change only the starting time of the meeting, click the green line representing the start time and drag it to the left (for an earlier start) or right (for a later start).

To change only the ending time of the meeting, click the red line representing the end time and drag it to the left (for a shorter meeting) or right (for a longer meeting).

When you finish checking availability, click the **Appointment** tab to finish filling out your meeting request.

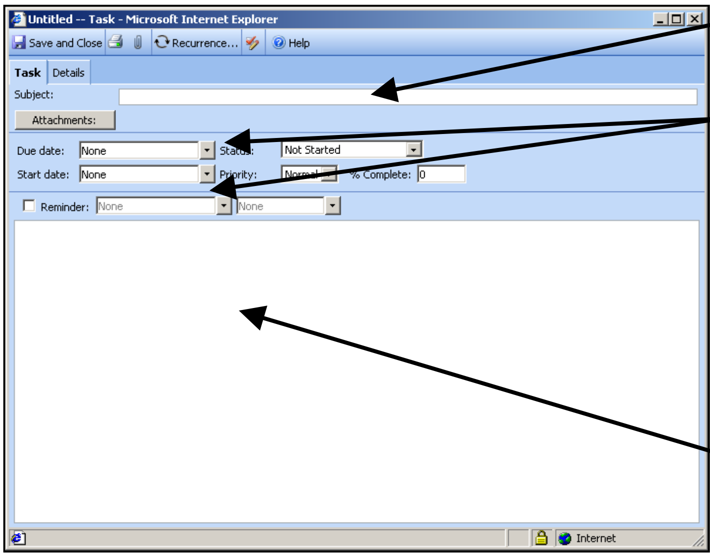
The Tasks List

Using the **Tasks** folder, 'to do' items can be listed and tracked through to completion.



Entering a New Task

In **Tasks**, on the toolbar, click **New**.



Type a task name in the **Subject** box.

Select the appropriate options for the task.

Click **Recurrence** to make the task recur. In the **Recurrence pattern** dialog box, set the recurrence pattern for the task, and then click **OK**.

Use this area to record any additional information.

Click **Save and Close**.

Sorting Tasks

To sort your tasks, click the **Tasks** list on the main toolbar, and then select one of the following views:

- **Simple List** The subject and due date for all your tasks including those marked as complete. This is the default view.
- **Detailed List** Each task's subject, status, due date, percent complete, and priority. It also indicates whether each task has any attached files.
- **Active Tasks** All tasks that haven't been completed or deferred.
- **Next Seven Days** All tasks due within the next seven days.
- **Overdue Tasks** All tasks still incomplete as of the due date.
- **Completed Tasks** All tasks you've marked as complete.
- **Taskpad** The subject and due date for all tasks whose status is **Not Started**, **In Progress**, or **Waiting on someone else**.

About task reminders

In Microsoft Office Outlook Web Access, you can set reminders on your tasks. You can then determine the day and time when a reminder message will appear before a task is due.

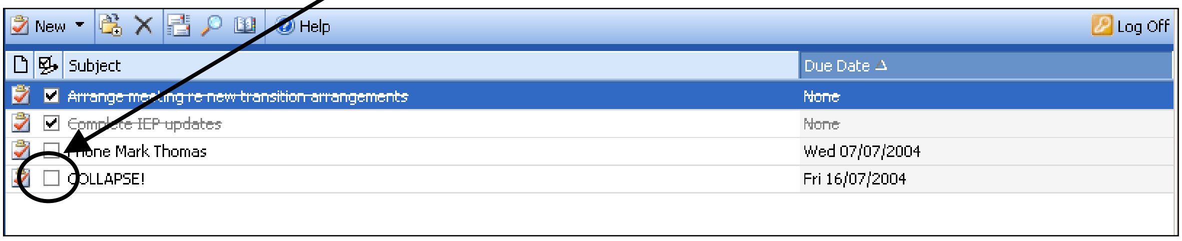
For task reminders to work, **Enable reminders for Task items** must be selected on your **Options** page. After you enable reminders, you can choose to have a sound accompany the reminder.

Task reminders work only on tasks stored in your Tasks folder.

Editing Tasks and Marking Tasks Complete

To edit tasks, double click on them in order to open the task dialogue box.

To mark tasks complete, click on the small box in the Tasks list.



To delete tasks, highlight them and click on the  on the icon bar.

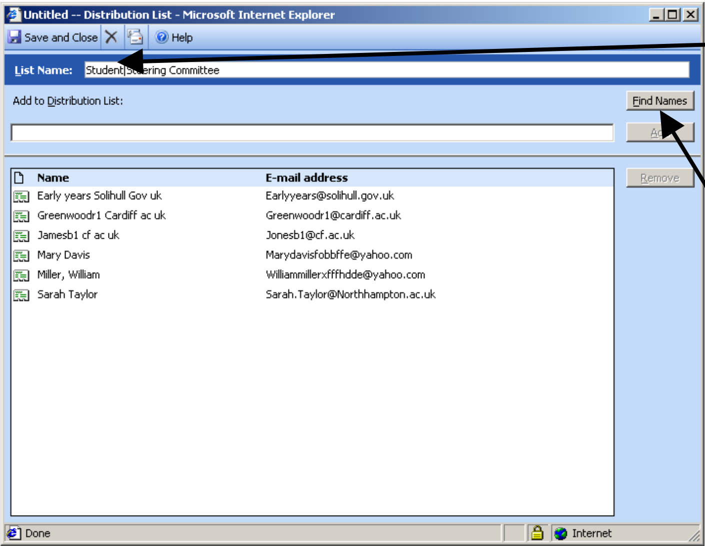
Distribution Lists

If you regularly e-mail a group of people or organisations (e.g. all the schools in a cluster) it is possible to set up a *distribution list*. This means that instead of having to identify each individual to whom an e-mail is sent every time you wish to send them a new e-mail, you can select the appropriate distribution list, and the e-mail will be sent to everyone whose name appears in the list.

Before someone can be added to a distribution list, their e-mail details must be in your own Contacts folder or the Global Address List.

Setting Up a Distribution List

Click the dropdown arrow next to **New** in the Icon toolbar, and select **Distribution List**.



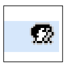
Provide a list name which will make it easy for you to identify the group in the future.

Click on **Find Names**.

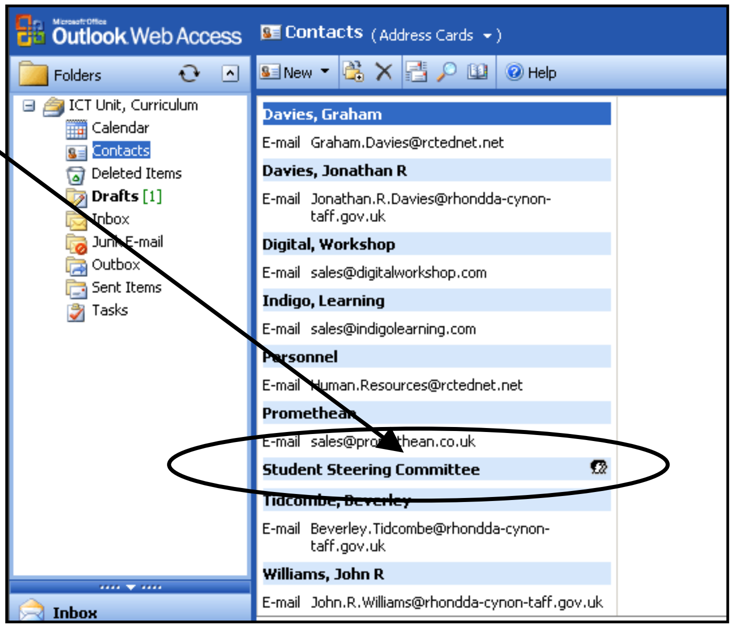
In the search box that opens, find the person you wish to add to the list and click **Add to Distribution List** (at the bottom of the window).

Repeat until all the contacts have been selected. Their name and e-mail address will appear in the Distribution List window. When you have finished, select **Save and Close**.

Your new Distribution List will now appear in your Contacts folder.

Note the  symbol which indicates that it is a Distribution List.

To send an e-mail to everyone in the distribution list, go to the **Contacts** folder, select the list by double clicking on it and click on the **send mail to list**  icon.



Public Folders

The Shortcut Menu contains a link to a **Public Folders** section of the Web mail application.

Public folders are an easy way to collect, and share information with other people in your workgroup or organisation. You can use public folders to share files or post information on an electronic bulletin board. You can also use them to store items, such as calendars and contacts, which are shared by two or more people.

The ICT Unit are currently assessing the viability of using Public Folders as a means of improving communication between users of the system. The public folders are created and designed so that various groups can have appropriate access permissions. These access permissions determine who can view, create, and modify items in the folders. Anyone who uses the authority's e-mail system can be authorised to read and post items to the public folders.

At the time of writing there are no interactive folders in the Public Folders section. However we hope that some pilot discussion message folders will be made available in the near future. When this section of the application becomes operable then schools will be advised and offered further support in their usage. Please look out for further information next term.